



Office of Literacy and Essential Skills

Continuous Learning Self-Assessment

Continuous learning is about expanding your ability to learn by regularly upgrading your skills and increasing your knowledge. Strong **continuous learning** skills are required to successfully adapt to changing work and life demands. Complete this self-assessment to help you understand your **continuous learning** strengths and areas for improvement.

Instructions:

1. Read each statement in **Section 1** and place a check mark in the column that **best** describes how well you can complete that task. **Tip:** *Think about your work and life experiences as you consider each task.*
2. Review your response for each task. If you have checked seven or more in the “Somewhat” and/or “No” columns, you may want to consider upgrading your **continuous learning** skills.
3. Complete **Section 2** to identify your **continuous learning** strengths and areas for improvement.

Section 1: Self-Assessment

I can...	Yes	Somewhat	No
Learn new things.			
Ask questions when I do not understand something.			
Ask for feedback and/or advice from more experienced co-workers.			
Identify learning or training programs that are available to me at work and in my community.			
Learn by observing more experienced co-workers.			
Find and use learning materials and/or resources (e.g. searching the Internet, reading articles).			
Seek out and participate in training courses.			
Identify and understand my skill strengths and the areas where I need improvement.			
Develop my own learning goals at work and in my personal life.			
Apply the lessons I have learned from past experiences to new situations.			
Try new ways of doing things.			
Use newly learned skills and knowledge to improve my work.			
Recognize my preferred learning style (e.g. learning by seeing, hearing or doing).			

I can...	Yes	Somewhat	No
Be responsible for my own learning.			
Maintain my skill levels by practising what I have learned.			
TOTAL			

Section 2: Personal Development

Completing this section will help you identify your **continuous learning** strengths and areas that may require improvement.

- Look at the “Yes” column in **Section 1** to identify your **continuous learning** strengths, and record them below.
- Look at the “Somewhat” and/or “No” columns in **Section 1** to identify the areas that you need to develop or strengthen, and record them below.

CONTINUOUS LEARNING STRENGTHS:

I am confident that I can...

E.g. ask for feedback and advice from more experienced co-workers.

1.

2.

3.

Tip: Consider using your strengths to help a colleague, friend or family member improve their **continuous learning** skills.

AREAS FOR IMPROVEMENT:

I would like to improve my ability to...

E.g. try new ways of doing things.

1.

2.

3.

Tip: Strengthen these abilities by incorporating them into your daily activities. Focus on improving one or two abilities at a time.

Literacy and Essential Skills—for LEARNING, WORK and LIFE

To learn more about literacy and essential skills and other related tools, visit

hrsdc.gc.ca/essentialskills.